



Coláiste Mhuire gan Smál

Mary Immaculate College

AN BORD RIALAITHE

STANDING ORDERS

V. 1 - April 4th 2008 (Approved at BR 08#2)

V. 2 – March 19th 2014 (Approved at BR 2014#01)

1. Chairperson and Secretariat

- 1.1 The Chairperson shall be appointed by the Trustees.
- 1.2 The Trustees shall appoint a Deputy Chairperson, one of the members of *An Bord Rialaithe*.
- 1.3 *An Comh-Leasuachtarán Riaracháin*, Associate Vice President Administration shall be Secretary to *An Bord*, (s)he shall be assisted in carrying out his/her duties by a Recording Secretary, who shall not be a member of *An Bord*. In the absence of *An Comh-Leasuachtarán Riaracháin*, the functions of Secretary shall be assumed by a member of *An Bord* designated by the Chairperson.

2. Meetings

- 2.1. A schedule of meetings for each Academic Year shall be adopted by *An Bord* in advance of that year. For the purpose of these orders, an Academic Year shall run from 1 September to 31 August of the following year. The dates of meetings, once adopted, can be changed only by the Chairperson, should the need arise.
- 2.2. Additional meetings may be convened either
 - i) by *An Bord* at one of its scheduled meetings,
 - ii) by the Chairperson, or
 - iii) by a request to the Chairperson signed by at least *one third* of the members of *An Bord*,
 - iv) by *An Comh-Leasuachtarán Riaracháin* where an additional meeting is required to ratify appointments that cannot wait until the next scheduled meeting of *An Bord*.

in all cases giving at least *ten* working days notice in advance of the date of the meeting. Notice shall immediately be circulated to all members of *An Bord* in sufficient time to allow for placing of additional agenda items in accordance with Section 3.1.
- 2.3. A special meeting of *An Bord Rialaithe* shall be called by the Chairperson on his own initiative, or at the request of *An tUachtarán*, or at the request of a quorum of members.

- 2.4. The notice convening any special meeting shall contain a statement of the business to be addressed at the meeting of *An Bord Rialaithe*. No business other than that for which the meeting has been called shall be transacted at such a special meeting.
- 2.5. The convening of a special meeting of *An Bord Rialaithe* shall require at least *ten* working days notice, except in exceptional circumstances when an emergency meeting may be summoned by the Chairperson at 24 hours notice.
- 2.6. Where an emergency meeting has been convened, the first item on the Agenda of such a meeting shall be the suspension of certain provisions of standing orders (namely the specific paragraphs listed herewith), such that the meeting so called can proceed, without the necessity of observing the *ten* working days' notice requirement. The specific provisions of these standing orders which shall be waived by *An Bord* at such emergency meeting are: Section 2.2; Section 3.1; Section 3.2; Section 3.3; Section 7.5.
- 2.7. The accidental omission to send any member's notice of a meeting required by these regulations shall not invalidate such a meeting or any business done at a meeting in respect of which such notice is required by these regulations.
- 2.8. *An Bord Rialaithe* shall meet not less than twice in the course of each academic year.

3. Agenda and Documentation

- 3.1. Any member may place an item on the Agenda for a meeting of *An Bord* provided the item is conveyed in writing to the Recording Secretary at least *seven* working days in advance of the meeting to which it refers.
- 3.2. All documents for circulation to members of *An Bord* shall be lodged with the Recording Secretary at least *seven* working days in advance of the meeting to which they refer.
- 3.3. The first item on the Agenda of each meeting of *An Bord* shall be the approval of the agenda.
- 3.4. The Secretary shall cause the Agenda and associated documentation to be circulated at least *five* working days in advance of each meeting.
- 3.5. Notification of Agenda items and the circulation of the Agenda and associated documentation may be executed by electronic means.
- 3.6. A document may not be tabled at a meeting unless
 - i) it relates to one of the Agenda items for the meeting and,
 - ii) two thirds of the members present agree to its being tabled.

This facility shall be used only in exceptional circumstances.

- 3.7. If a member of *An Bord Rialaithe* is a candidate for appointment to a position in the College, or for promotion within the College, then any material pertaining to that appointment or promotion (to be circulated to *An Bord*) will not be circulated to that member.
- 3.7. Notice to any member shall be deemed to be duly given, if despatched by normal post or other expeditious means to his/her home or work address, or if sent to him/her by electronic means.

4. Minutes

- 4.1. The Secretary shall keep, or cause to be kept, minutes of all meetings of *An Bord*.
- 4.2. Provision will be made for electronic circulation of the minutes and of draft minutes.
- 4.3. Procedure for amendments to draft minutes:
 - (i) After each meeting, draft minutes, once approved by the Chairperson, will be circulated electronically by the Recording Secretary to all members of *An Bord* within *ten* working days of the meeting having taken place
 - (ii) Proposed amendments to these draft minutes should be sent to the Recording Secretary within *ten* working days of their circulation to members.
 - (iii) At the next meeting, a list of proposed amendments for approval by *An Bord* shall be tabled. These amendments will be considered in the first instance under the agenda item *Minutes*. Other proposed amendments may also come from the floor at this time.
 - (iv) When all amendments have been considered and either rejected or approved, the Chairperson will sign the minutes, subject to the approved amendments being duly inscribed in the minutes.
- 4.4. Until approval, no discussion shall be allowed on the minutes except as to their accuracy.

5. Quorum and Attendance

- 5.1. There shall be a quorum when one-third of the members are present (to the nearest lesser whole number). If a quorum is not forthcoming within *fifteen* minutes of the duly notified commencement time of the meeting, the Chairperson shall adjourn that meeting, and set an alternative date for the meeting.

- 5.2. The Chairperson may invite a non-member to be in attendance at a meeting or meetings of *An Bord*, either for all or part of such meetings. Non-members so attending shall not be entitled to vote.
- 5.3. In the event that a matter is on the Agenda for consideration by *An Bord*, which could potentially constitute a conflict of interest issue for any individual member of *An Bord*, that member shall be obliged to inform the Chairperson of the potential for a conflict of interest, and in such circumstances the Chairperson may request that the said member withdraw from the meeting while the agenda item in question is being considered by *An Bord*.
- 5.4. Due confidentiality shall be exercised in respect of all papers, reports, memoranda or other documents (or copies thereof) prepared for, or issuing from, *An Bord Rialaithe* or any committee thereof, or any Body set up by *An Bord Rialaithe* for the governance of the College.

6. Mode of Address

- 6.1. Speakers shall always address the Chair. While a member is speaking other members shall remain silent.

7. Motions

- 7.1. A motion is a proposal which is put forward. A resolution is the acceptance of a motion by a meeting of *An Bord Rialaithe*.
- 7.2. For a motion to be put to a meeting it requires a proposer and a seconder. A motion from the Chair does not require a seconder.
- 7.3. For an amendment to a motion to be put to the meeting, it requires a proposer and a seconder. An amendment shall be put to a vote before the original motion.
- 7.4. If an amendment is not carried, the Chairperson shall put the motion in its original form to a vote. If an amendment is carried the Chairperson shall put the amended motion to the meeting. Before either a motion or an amendment is put to a vote, the Secretary shall read out the text of each such motion or amendment, upon which the vote is to be taken.
- 7.5. A substantive motion relating to College policy must be lodged with the Recording Secretary at least *seven* working days before the meeting so that it can be circulated to the members in advance.

8. Voting

- 8.1. Every question at a meeting of *An Bord Rialaithe* shall be determined by consensus, but where, in the opinion of the Chairperson of the meeting, consensus is not possible, the question shall be decided by a majority of the votes of members present and voting on the question and, in the case of an equal division of votes, the Chairperson or other person presiding shall have a second or casting vote.
- 8.2. Voting will normally be by a show of hands and the decision will be recorded. The number of votes for and against a motion and the number of abstentions shall be recorded in the minutes. The Secretary shall have responsibility for organising the counting of votes.
- 8.3. It is open to any member of *An Bord* to propose a motion requesting a secret ballot, and if this motion is seconded, it can be dealt with in accordance with the provisions of 8.1 above.

9. Points of Order, and Closure

- 9.1. A member may, at any time and without notice, interrupt debate by raising a "point of order". The Chairperson shall decide whether the point of order is admissible, and the Chairperson's ruling shall be final.
- 9.2. A motion for closure, if seconded in the usual way, must be put to the vote at once, without being discussed.

10. Time Limits

- 10.1. A maximum time of 30 minutes shall normally be allocated to any single agenda item, except for Special Meetings, which are convened to discuss a single item or topic.
- 10.2. If a conclusion is not reached in 30 minutes and the item requires further discussion, it shall be deferred to the next meeting of *An Bord*, or should *An Bord* so resolve, a special meeting may be convened to consider the agenda item in question.
- 10.3. Notwithstanding the provisions in 10.1 and 10.2 above, *An Bord* may vote to set aside the 30 minutes time limit, for any specified agenda item.

11. Emergency Items

- 11.1. At the commencement of a meeting, any member may seek to add an item to the Agenda as an Emergency Item. An Emergency Item can only be one in relation to a matter which could not have been foreseen *ten* working days in advance of the meeting and which must be resolved before the next scheduled meeting of *An Bord*. A vote shall be held on every proposal for an Emergency Item to be added

to the Agenda, and for it to be added, it must receive the assenting votes of at least two-thirds of the members present and voting. Members may vote only for or against the addition of an Emergency Item: members abstaining shall not be considered, for the purposes of the vote, to be "present and voting".

12. Any Other Business

12.1. The rubric "Any Other Business" on each Agenda shall be used only

- i) to inform the meeting of Agenda items which are proposed for the following meeting or,
- ii) to convey briefly other items of information of a factual nature.

13. Interpretation and Review

13.1. Where a dispute arises as to the interpretation of these Standing Orders, the Chairperson shall adjudicate on the matter having first heard the views of the members. The ruling of the Chairperson shall be final.

13.2. Should a question that is not dealt with in these Standing Orders or in the Instrument of Government arise at any meeting, the Chairperson shall adjudicate on the question having first heard the views of the members. The decision of the Chairperson shall be final.

13.3. As and when *An Bord* shall deem it necessary, these Standing Orders may be re-examined and revised.